



# 1998 Progress Reports

Community Oriented Policing Services

[www.usdoj.gov/cops/](http://www.usdoj.gov/cops/)

## Department Initial Report

*Affix Label Here*

*As a recipient of a COPS grant, your agency is responsible for completing this survey within 45 days of its receipt.*

United States Department of Justice  
Office of Community Oriented Policing Services  
Joseph E. Brann, Director

## Department Initial Report

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The following report will assist the COPS Office in assessing the administration of COPS grants and the implementation of community policing. Vistronix, Inc. is assisting the COPS Office in the processing of the Progress Reports. If you have any questions regarding this report, please contact the U.S. Department of Justice Response Center at 1-800-421-6770.

### **U.S. Department of Justice, Progress Reports**

c/o Vistronix, Inc.

8300 Boone Blvd., Suite 500

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**U.S. Department of Justice**  
Office of Community Oriented Policing Services  
Internet web site: <http://www.usdoj.gov/cops/>

Updated: 24 November 1998

TP-dir-001

# Funded Sworn Officers

## Instructions

Questions 1-6 pertain to the number of sworn positions funded for which your budget actually provides local or other (non-COPS) grant funding. Do not include COPS-funded officers in your answers to these questions. Please include vacant and filled positions. Exclude officers whose sole duties were jail, detention, bailiff, or serving legal process.

*If there were no employees in a given category, enter a 0 (zero). Leave no lines blank.*

1. Prior to the date of your most recent COPS award, what date did your last fiscal year end?  
  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year
2. How many **full-time** sworn law enforcement officer positions are a) actually employed in your department, b) funded in your local budget and c) authorized, as of the date in question #1? *Please do not include COPS-funded officers.*
  - a)\_\_\_\_\_ Actual Sworn Force (number of full-time sworn law enforcement officer positions employed in your department, *excluding any COPS-funded officers*)
  - b)\_\_\_\_\_ Budgeted Sworn Force (number of full-time sworn law enforcement officer positions funded in your local budget, *excluding any COPS-funded officers*)
  - c)\_\_\_\_\_ Authorized Sworn Force (maximum number of full-time sworn law enforcement officer positions allowable, *excluding any COPS-funded officers*)
3. How many **part-time** sworn law enforcement officer positions are a) actually employed in your department, b) funded in your local budget and c) authorized, as of the date in question #1? *Please do not include COPS-funded officers.*
  - a)\_\_\_\_\_ Actual Sworn Force (number of part-time sworn law enforcement officer positions employed in your department, *excluding any COPS-funded officers*)
  - b)\_\_\_\_\_ Budgeted Sworn Force (number of part-time sworn law enforcement officer positions funded in your local budget, *excluding any COPS-funded officers*)
  - c)\_\_\_\_\_ Authorized Sworn Force (maximum number of part-time sworn law enforcement officer positions allowable, *excluding any COPS-funded officers*)

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4. How many hours of **part-time** sworn service are funded in the department's budget in the fiscal year referred to in question #1? Please list **yearly** number of **total hours** here, *excluding any COPS-funded officers. Please do not list dollars. Do not include volunteers or reserves.*

\_\_\_\_\_ Hours

5. How many **full-time** sworn officers served in supervisory or managerial ranks in the department as of the date in question #1, *excluding any COPS-funded officers? Include only those officers whose primary responsibility is to supervise or manage other employees.*

\_\_\_\_\_

6. How many **full-time** sworn officers were responsible for routinely responding to calls for service as of the date in question #1, *excluding any COPS-funded officers?*

\_\_\_\_\_

# Community Policing Training

*The following items refer to the training your department plans for officers to be hired under this grant.*

7. Where will these officers receive recruit training? Do not include field training.  
**Check all that apply.**

- ☐ State training academy
- ☐ Regional training academy
- ☐ Local training academy
- ☐ Community college training
- ☐ Private contractor training
- ☐ Other (specify): \_\_\_\_\_

*We would like to know the kind of training your department routinely provides that relates to community policing. Please circle the number that most accurately reflects the community policing training your department delivered in the fiscal year referred to in question #1.*

**Please circle only one category for each question.**

	Recruit Academy Only	In-Service Only	Both Recruit & In- Service	Neither Recruit Nor In-Service
8. Concepts and general principles of community policing	1	2	3	4
9. Interpersonal communication	1	2	3	4
10. Organizing/working with public groups	1	2	3	4
11. Cultural diversity	1	2	3	4
12. Victim assistance	1	2	3	4
13. Working with juveniles	1	2	3	4
14. Using code/civil enforcement	1	2	3	4
15. Alternative dispute resolution	1	2	3	4
16. Crime analysis	1	2	3	4
17. Problem-solving methods	1	2	3	4
18. Causes and consequences of specific problems (drugs, spouse abuse, etc.)	1	2	3	4

	Recruit Academy Only	In-Service Only	Both Recruit & In- Service	Neither Recruit Nor In-Service
19. Community policing approaches to specific problems (drugs, spouse abuse, etc.)	1	2	3	4
20. Other (attach description):	1	2	3	4
21. Other (attach description):	1	2	3	4
22. Other (attach description):	1	2	3	4
23. Other (attach description):	1	2	3	4

*Please answer the following questions even if a new recruit was not the officer who filled your COPS grant position(s).*

24. How many **total hours** of training are included in the curriculum for a new recruit? Include all topics, not just those related to community policing. *Do not include field training for recruits.*

\_\_\_\_\_ Hours

25. How many hours of new recruit training are devoted to community policing? Some examples of community policing topics are problem solving and community partnerships/engagement. *Please provide your best estimate.*

\_\_\_\_\_ Hours

# Community Policing Activities




## Instructions

Please indicate which of the following organizational activities your agency has implemented or plans to implement during the COPS grant award period.  
For each item, please circle either 1, 2 or 3.

*Please circle only one category for each question.*

		Implemented	Plan to Implement	No Plan to Implement
26.	Problem-oriented policing targeted at specific, recurring problems (systematic analysis of problem, implementation of strategy and systematic assessment of results)	1	2	3
27.	Directed patrol (time set aside for focusing on a specific problem, area or offense)	1	2	3
28.	Alternative responses for calls (e.g., telephone reports, mail-in reports, scheduled appointments)	1	2	3
29.	Citizen surveys to determine community needs and priorities	1	2	3
30.	Victim assistance program	1	2	3
31.	Permanent or mobile neighborhood-based offices	1	2	3
32.	Drug-free zones around schools, parks or religious institutions	1	2	3
33.	Police/youth programs	1	2	3
34.	Drug education programs in schools	1	2	3
35.	Drug tip hotline or Crime Stoppers program	1	2	3
36.	Fixed assignment of officers to beats	1	2	3
37.	Foot/bike patrol as a full-time assignment	1	2	3
38.	Foot/bike patrol as a periodic expectation for officers assigned to cars	1	2	3
39.	Training for citizens in problem solving	1	2	3



		Implemented	Plan to Implement	No Plan to Implement
40.	Landlord/manager training programs for order maintenance and drug reduction	1	2	3
41.	Regulatory code enforcement to combat crime and disorder	1	2	3
42.	Geographically-based crime analysis made available to beat officers	1	2	3
43.	Use of alternative dispute resolution in community conflicts	1	2	3
44.	Neighborhood Watch or other community crime prevention program	1	2	3
45.	Citizen police academy	1	2	3
46.	Neighborhood citizen advisory councils	1	2	3
47.	Jurisdiction-wide citizen advisory councils	1	2	3
48.	Other (attach description):	1	2	3
49.	Other (attach description):	1	2	3
50.	Other (attach description):	1	2	3
51.	Other (attach description):	1	2	3



## Identifying Information



Name of person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_

**Signature (required):** \_\_\_\_\_

Name of department or agency: \_\_\_\_\_

ORI number and/or Grant number: \_\_\_\_\_

State: \_\_\_\_\_

FAX number: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address (if applicable): \_\_\_\_\_

Date report completed: \_\_\_\_\_

Please make a copy of this report for your records in the event that the COPS Office contacts you in the future concerning this report.

Please return completed form to:

**U.S. Department of Justice, Progress Reports**  
**c/o Vistronix, Inc.**  
**8300 Boone Blvd., Suite 500**  
**Vienna, VA 22182**  
**Email address: [cops.reports@vistronix.com](mailto:cops.reports@vistronix.com)**

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